

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

CALIFORNIA ENERGY COMMISSION

Classification: Electric Generation System Specialist I	Position No. 5900-4841-001
CBID: R09	Office: Renewable Energy
Date Prepared: November 27, 2017	Division: Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Resources Specialist III (S), the incumbent serves as part of an interdisciplinary team to plan and implement activities in the Renewable Energy Division. The incumbent will complete technical reviews and assessments of renewable related projects and projects associated with the Geothermal Grant and Loan Program and other renewable energy related activities and programs. The incumbent is knowledgeable about California's geothermal and renewable resources, and their technologies; geothermal resource exploration and development; renewable energy policies and programs; understands the issues facing the geothermal and renewable industries in a competitive energy market; performs analyses; manages renewable projects; and provides information related to the geothermal industry to Energy Commission Program leads, management, and Commissioners. The incumbent will maintain collaborative relationships with other local, state, and federal agencies, and private organizations; provide technical and administrative support to existing and potential grantees, work within industry networks to expand the program, and coordinate activities with other commission divisions and other state agencies working with geothermal facilities or on related research.

WORKING CONDITIONS:

The work involves sitting, standing, and walking and is performed in an indoor office and meeting room setting and alternatively on-site or in-field at geothermal facilities and resource areas and projects financially supported by the Commission. The candidate must work well with people inside and outside the Commission, including policy-makers and members of the general public. Travel is required to attend site inspections, workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. The incumbent will be required to work alone and in a team environment, using a personal computer and appropriate Commission software such as word processing, electronic mail and Internet. The incumbent will participate in and lead meetings with other staff.

DUTIES AND RESPONSIBILITIES:

50% Act as the lead technical staff person for the Geothermal Grant and Loan Program, manage and conduct all grant and contract activities and act as technical expert. Ensure program activities support the development of geothermal electrical generation and are coordinated with renewable energy programs. Specific tasks include: development of technically and administratively sound grant funding opportunities; evaluation of grant proposals; development of recommendations on projects for grant and contract funding; conducting project site visits; and reviewing and analyzing reports on geothermal projects and technologies. The incumbent will review budgets, invoices, and contract modifications and ensure required deliverables are met for all contracts and grants. The incumbent will ensure that scientific investigations, technical analyses, draft and final assessments, and policy

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papers prepared by contractors are thorough and technically accurate and consistent with Division and Commission policies and objectives. (E)

- 25% Provide high-level technical analysis presented in the form of opinion papers, guidance documents, white papers, and internal briefing documents on electricity generation system-related topics associated with geothermal resources and generation facilities. Develop summaries of current and anticipated renewable energy generation technologies and facilities to assist with programmatic decisions related to the implementation of the Geothermal Grant and Loan Program. Develop recommendations for additional projects and areas of research and analysis, as well as possible programmatic or policy changes, to inform the evolution of programs to support the state's clean energy and climate goals. The incumbent will analyze and advise upper management and the Commissioners about the most complex issues involving geothermal activities, including plans and regulations prepared by federal, state, and regional/local agencies. (E)
- 20% Serve as a representative to engage public and private entities addressing issues relating to geothermal and other renewable resource-related activities important to the Energy Commission. The incumbent will develop and maintain liaison with federal, state, and local agencies and private partners to encourage their involvement in the Energy Commission's Geothermal Grant and Loan Program and other renewable energy programs. The incumbent will assess and address issues raised by federal, state, and local agencies; GRDA program contractors and proponents; the general public; and community-based citizens groups. The incumbent will represent the Office, Division, and Energy Commission and make presentations at meetings, conferences, and seminars. (E)
- 5% Other duties as required consistent with the classification (M).

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> VACANT Elec Gen Systems Specialist I	<div style="border-bottom: 1px solid black; width: 100%;"></div> MEREDITH ALEXANDER Energy Resources Specialist III(S)
Date	Date